

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Contract Administrator

BAND	GRADE	
E	917	
DEPARTMENT: Public Works/Engineering	ACCOUNTABLE TO: Assistant City Engineer	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbents are responsible for performing professional level contract administration and accounting work. Duties include: assisting in the preparation and distribution of public bidding documents; reviewing contracts, financial reports and documents for compliance with established standards; overseeing and monitoring CIP projects; coordinating contract related activities with other departments; monitoring, reviewing and maintaining accounting documents relative to public works projects; assisting with preparing CIP budget reports and documents; and providing administrative support to public works engineering staff.		
DISTINGUISHING CHARACTERISTICS: The Contract Administrator is a stand-alone classification. It is distinguished from other classes by the responsibility for Capital Improvements Projects.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Provides all contract administration for the City's Capital Improvement Programs for the Public Works Department to include: preparing and monitoring public bidding processes; reviewing, coordinating and finalizing contract documents; and preparing Council Communications and other contract related documents.	Daily	
2.	Provides professional accounting activities to include: Monitoring budgeting and accounting for Capital Improvement Projects (CIP); preparing reports and other financial documents; and reviewing CIP expenditures and processing payments.	Daily	
3.	Establishes and maintains filing systems for CIP administration activities.	Weekly	

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4.	Creates and maintains specialized databases; develops queries and reports.	Weekly	
5.	Serves as liaison, coordinating project administration activities with consultants, contractors, vendors, and City departments and staff.	Weekly	
6.	Attends meetings and records minutes at preconstruction meetings; prepares and distributes minutes.	Monthly	
7.	Provides lead direction, trains and provides technical advice to the public and other administrative staff on procurement of supplies, services, equipment and materials.	Daily	
8.	Serves as petty cash custodian.	Daily	
9.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Contract theories and principles;
- Financial accounting theories and principles;
- Budgeting theories;
- Terminology and processes used in area of assignment;
- Filing systems;
- Business English.

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Skills (position requirements at entry):

Skill in:

- Preparing and reviewing contracts, technical reports and other documents;
- Reviewing and checking accuracy of accounting information;
- Preparing and processing specialized documents;
- Tracking expenditures;
- Preparing reports including developing queries;
- Reviewing own work for accuracy;
- Gathering, organizing and evaluating data and information;
- Using computers and related software applications;
- Using office equipment such as phones, copiers and fax machines;
- Giving lead direction to other staff;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Business or related area of assignment and two years of experience in contract administration; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid Arizona driver's license of appropriate class;
- Possession of or ability to obtain Notary Public Certification.

Physical Requirements:

Positions in this class typically require: sitting, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Lake Havasu City (skm)

Date: 08/02

Rev: 08/06 (jls); 07/07 (jls)

Rev. 07/07